

## **IJOA - FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL**

Poudre School District recognizes the benefit to students of participation in appropriate practices, competitions and other activities related to school-sponsored extracurricular activities; and (c) school-sponsored activities that are not part of the school's educational program or a school-sponsored extracurricular activity, including but not limited to social, experiential and fundraising activities. All such field trips and other activities away from school are subject to the terms and conditions of this policy and accompanying regulations.

### **RULES APPLICABLE TO ALL FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL**

A District permission form must be signed by the parent or guardian of a student before the student may participate in any field trip or other activity away from school. Only current District students may participate in field trips/activities, except that recently

Students, District employees and District volunteers are subject to District policies and regulations, including but not limited to policies and regulations included in the Student Code of Conduct, on every field trip/activity.

#### RULES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT DO NOT INVOLVE AN OVERNIGHT STAY

Each field trip/activity, including the mode(s) of transportation to be used, shall be approved in advance on the appropriate District form by the school principal after considering any information and recommendations provided by the risk manager.

The school principal shall approve a District employee to serve as the sponsor for each field trip/activity. The sponsor shall have primary responsibility for the field trip/activity and all participating students, District employees and District volunteers.

After considering any information and recommendations provided by the risk manager, the principal shall determine the number and qualifications of adult chaperones required for student supervision in connection with each field trip/activity.

#### RULES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT INVOLVE AN OVERNIGHT STAY

Each field trip/activity, including the mode(s) of transportation to be used, shall be approved in advance on the appropriate District form by the assistant superintendent of elementary or secondary schools, as applicable, after considering any information and recommendations provided by the risk manager. Such approval shall include the content of a safety and emergency response plan for the field trip/activity.

The assistant superintendent of elementary or secondary schools, as applicable, shall approve a District employee to serve as the sponsor for each field trip/activity. The sponsor shall have primary responsibility for the field trip/activity and all participating students, District employees and District volunteers. The assistant superintendent of elementary or secondary schools, as applicable, shall also approve a District employee to serve as the safety coordinator for each field trip/activity. District employees shall complete all required trainings to the District's satisfaction prior to serving as the safety coordinator on any field trip/activity.

After considering any information and recommendations provided by the risk manager, the assistant superintendent of elementary or secondary schools, as applicable, shall determine the number and qualifications of adult chaperones required for student supervision in connection with each field trip/activity. At least one adult chaperone of the same sex shall be assigned for any male and female students participating in the field trip/activity.

For field trips/activities involving travel outside of the United States, the sponsor shall register the group as an organization in the Smart Traveler Enrollment Program

